

Maple Grove City Council

DRAFT Meeting minutes

September 5, 2023

DRAFT

(Delete this when final edits are complete)

Call to order

Pursuant to call and notice thereof, a regular meeting of the Maple Grove City Council was held at 7:30 p.m. on September 5, 2023 at the Maple Grove Government Center/Public Safety Facility, Hennepin County, Minnesota. Members present were Mayor Mark Steffenson and Councilmembers Judy Hanson, Kristy Barnett, Kristy Janigo, and Rachelle Johnson. Absent was none. Present also were Heidi Nelson, City Administrator; Joe Hogeboom, Community and Economic Development Director; -; Ken Ashfeld, Public Works Director/City Engineer; Tim Bush, Fire Chief; and Justin Templin, City Attorney.

Mayor Steffenson called the meeting to order at 7:30 p.m. and led the city in the Pledge of Allegiance.

Additions or deletions to the agenda

Mayor Steffenson asked if there were any additions and/or deletions to the consent agenda to which Heidi Nelson stated the following:

Item amended to the agenda

None

Item amended to the consent agenda

None

Item added to the agenda

None

Item removed from the consent agenda for discussion

3E. Recruitment approval for public works director/city engineer

3J. Conservation Partners Legacy Grant

Consent items

The following consent items were presented for Council's approval:

MINUTES

- A. Regular meeting – August 21, 2023
- B. Work session meeting – August 21, 2023
- C. Closed work session meeting – August 21, 2023

HUMAN RESOURCES ITEMS

D. Amendments to personnel policy manual

Motion to approve an amendment to the personnel policy manual with an effective date of September 5, 2023 as follows:

- Amend article 23- Pregnancy and Parenting Leave Policy

E. Recruitment approval for public works director/city engineer

This item was removed by Mayor Steffenson for discussion.

F. Recruitment approval for utility supervisor

Motion to authorize staff to begin the recruitment process for the utility supervisor position in the Public Works Department due to the retirement of Mark Nelson, which was accepted with an effective date of December 15, 2023.

COMMUNITY & ECONOMIC DEVELOPMENT ITEMS

G. Appaloosa Woods 10th Addition short plat - Resolution No. 23-133

Motion to adopt Resolution No. 23-133 approving Appaloosa Woods 10th Addition short plat.

H. Neal's Addition short plat extension

Motion to approve a one-year extension for Neal's Addition short plat until September 5, 2024.

ENGINEERING ITEMS

- I. Arbor Lakes Gateway Project No. 23-14 Resolution No. 23-122

Motion to adopt Resolution No. 23-122 establishing Arbor Lakes Gateway Project No. 23-14, ordering feasibility report, receiving and approving feasibility report, and ordering public hearing.

- J. Conservation Partners Legacy Grant

This item was removed by Councilmember Janigo for discussion.

- K. Edgewater on Cook Lake Project No. 18-23 Change order No. 2

Motion to approve Change Order No. 2 to the Edgewater on Cook Lake Project No. 18-23 in the amount of \$131,543.53.

- L. Establishing Pond Maintenance Project Nos. 23-19, 23-20, and 23-21 Resolution No. 23-134

Motion to adopt Resolution No. 23-134 establishing projects 23-19 Maple Grove Addition Water Quality Pond Maintenance, 23-20 Meadowview Estates Water Quality Pond Maintenance, and 23-21 Sharp 2nd/Browns Duck Pond Water Quality Pond Maintenance and ordering the feasibility study.

- M. Fernbrook Lane Territorial Road Project No. 20-19 Final acceptance

Motion to approve the final acceptance of the Fernbrook Lane/Territorial Road Project No. 20-19 completed by New Look Contracting, Inc. subject to the warranty provisions of the contract and statutory law.

N. Fountains Intersection Improvements Project No. 16-02
Final acceptance

Motion to approve the final acceptance of Fountains Intersection Improvements Project No. 16-02 completed by Valley Paving, Inc. subject to the warranty provisions of the contract and statutory law.

O. Sureties - 09-05-23

Motion to approve the surety actions.

ADMINISTRATIVE ITEMS

P. Accept bid for Maple Grove Transit MY RIDE van

Motion for the City Council to accept the bid response from North Central Bus & Equipment, Inc. for the Request for Bids for the Maple Grove Transit's MY RIDE 2023 & 2024 Ford Jumbo Van in the amount of \$269,830 and authorize the city administrator and/or transit administrator to sign the purchase documents to acquire the three vans.

Q. City of Maple Grove newsletter contract with Prime
Advertising and Design

Motion to approve the contract between the City of Maple Grove and Prime Advertising & Design, Inc. for the publication of the City of Maple Grove newsletter.

R. Fiscal agent agreement between Anoka County and the
City of Maple Grove for High-Intensity Drug Trafficking
Area grant administration

Motion to approve and authorize the mayor, city administrator, and chief of police to sign and enter into the Fiscal Agent Agreement with Anoka County for HIDTA grant administration.

S. Lower potency cannabinoid products license for E-Cig City

Motion to approve a lower potency cannabinoid products

license for E Cigs MG, Inc., dba E-Cig City, 16387 County Rd. 30, Maple Grove, Minnesota for the period of 18 months or until retailers selling lower potency cannabinoid products are required to obtain a license from the State of Minnesota, whichever occurs first. The establishment is subject to compliance with all licensing requirements as outlined in section 10-37 of the Maple Grove City Code.

T. Lower potency cannabinoid products license for Haskell's

Motion to approve a lower potency cannabinoid products license for Haskell's, Inc. dba Haskell's, 15394 Grove Circle N., Maple Grove, Minnesota for the period of 18 months or until retailers selling lower potency cannabinoid products are required to obtain a license from the State of Minnesota, whichever occurs first. The establishment is subject to compliance with all licensing requirements as outlined in section 10-37 of the Maple Grove City Code.

U. Lower potency cannabinoid products license for Lunds and Byerly's Wine and Spirits

Motion to approve a lower potency cannabinoid products license for Lund Beverages, LLC, dba Lunds and Byerly's Wine and Spirits, 12880 Elm Creek Blvd., Maple Grove, Minnesota for the period of 18 months or until retailers selling lower potency cannabinoid products are required to obtain a license from the State of Minnesota, whichever occurs first. The establishment is subject to compliance with all licensing requirements as outlined in section 10-37 of the Maple Grove City Code.

V. Lower potency cannabinoid products license for Omni Brewing Company

Motion to approve a lower potency cannabinoid products license for OMNI Brewing Company, LLC, dba OMNI Brewing Company, 9462 Deerwood Lane N., Maple Grove, Minnesota for the period of 18 months or until retailers selling lower potency cannabinoid products are required to obtain a license from the State of Minnesota, whichever occurs first. The establishment is subject to compliance with all licensing

requirements as outlined in section 10-37 of the Maple Grove City Code.

W. Radiological response agreement

Motion to approve the 2024-2025 (REP) Radiological Emergency Preparedness Grant Agreement with the State of Minnesota and authorize Mayor Steffenson, City Administrator Nelson, and City Clerk Dietl to sign grant documents.

X. Approve claims

Motion to approve claims totaling \$ 7,307,426.75.

Motion by Councilmember Barnett, seconded by Councilmember Hanson, to approve the consent items as amended, removing items 3E (Recruitment approval for public works director/city engineer) and 3J (Conservation Partners Legacy Grant). Upon call of the motion by Mayor Steffenson, there were five ayes and no nays. Motion carried.

**Consideration of
items pulled from
the agenda**

The following items were pulled from the consent agenda.

Regarding Item 3E (Recruitment approval for public works director/city engineer), Mayor Steffenson explained Public Works Director/City Engineer Ken Ashfeld has worked for the city since 1988. He thanked Mr. Ashfeld for all his years of dedicated service to the City of Maple Grove.

Councilmember Hanson thanked Mr. Ashfeld for working diligently on behalf of the city and for being willing to take personal phone calls from both the Council and residents.

Councilmember Janigo thanked Mr. Ashfeld for his service to the community.

Councilmember Johnson thanked Mr. Ashfeld for his tremendous service to the city and for being a great mentor. She stated he would be greatly missed.

Motion by Mayor Steffenson, seconded by Councilmember Hanson, to authorize staff to begin the recruitment process

for the public works director/city engineer position in the Public Works Department due to the retirement of Ken Ashfeld, which was accepted with an effective date of September 29. Upon call of the motion by Mayor Steffenson, there were five ayes and no nays. Motion carried.

Regarding Item 3J (Conservation Partners Legacy Grant), Councilmember Janigo explained she supported the stream restoration and the grant. She reported 262 trees or 39% of the tree canopy in this area were being removed. She understood 40 trees would be replaced. She urged the city to pursue additional grants to assist with replacing more trees.

Motion by Councilmember Janigo, seconded by Councilmember Barnett, to approve the Conservation Partners Legacy Grant and authorize its execution by the mayor and city clerk. Upon call of the motion by Mayor Steffenson, there were five ayes and no nays. Motion carried.

Special business

Open forum

There were no open forum issues brought before the Council at this meeting.

Retirement of Firefighter Mike Peterson

Fire Chief Bush recognized Firefighter Mike Peterson and thanked him for his 20 years of dedicated service to the City of Maple Grove. He discussed Firefighter Peterson's work history with the Fire Department and wished him a long and healthy retirement.

Mike Peterson thanked his family for their continued support over the years and stated he was very proud to wear his uniform over the past 20 years. He explained it has been a privilege to serve with so many great people. He thanked the Council for being generous and supportive.

Fire Chief Bush presented Firefighter Peterson with a plaque and a round of applause was offered by all in attendance.

Report on upcoming community and economic

Community and Economic Development Director Hogeboom updated the Council regarding the following:

- Age Friendly Maple Grove would be holding a virtual

**development
items**

meeting on Friday, September 8.

- The Planning Commission would be meeting next on Monday, September 25.
- Pints and Paddle would be holding a ribbon cutting ceremony on Thursday, September 7 at 3 p.m.

**Engineering-
public works
items**

**Report on
upcoming
engineering
items**

Director of Public Works/City Engineer Ashfeld updated the Council regarding the following:

- Staff thanked the Mayor and Council for attending the TH610 ground breaking ceremony.

**Administration
items**

**Report on
upcoming
administration
items**

City Administrator Nelson explained that the Council has her Monday report if there are any questions. She reported the Council would be holding a budget work session meeting on Wednesday, September 13 at 5:30 p.m.

**Items added to
the agenda**

None

Adjournment

Motion by Councilmember Hanson, seconded by Councilmember Johnson, to adjourn to the regular City Council meeting on September 18, 2023 at 7:30 p.m. Upon call of the motion by Mayor Steffenson, there were five ayes and no nays. Motion carried.

The meeting was adjourned at 7:50 p.m. by Mayor Steffenson.

Respectfully submitted,

Heidi Nelson
City Administrator